

Instructions to Create “Housing Assistance Request Form”

Overview:

The HOPWA program requires a new application for every housing assistance request, as changes may occur (i.e. income and household size) that affect eligibility. Prior to this self-populating form, Case Managers were required to retrieve the data from *Provide Enterprise (PE)* and complete the form by hand. This form was previously named “HOPWA Long Form” or “HOPWA Application.” The goals of this enhancement are as follows: 1) De-duplication of effort; 2) Improved efficiency in updating HOPWA eligibility information; and 3) Migrate toward paperwork reduction with the future deployment of e-signature pads.

Future Release:

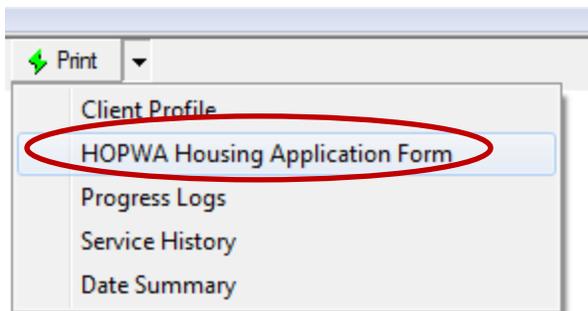
Do not confuse this self-populating form with the e-Payment Request Form (release date November 2013). These two forms will both be needed to effectively submit and process a Housing Request.

Instructions:

1. Login in to Provide Enterprise (*PE*)
2. Find and open the Client Profile for the client requesting Housing Assistance
3. Click the “Edit” button (circled below in red)

The screenshot shows the 'Provide Enterprise' software interface. The title bar reads 'Provide Enterprise - [Client Profile For Christal Fake]'. The menu bar includes 'File', 'Find', 'View', 'Actions', 'Tools', 'Reports', 'Windows', and 'Help'. The toolbar contains several icons: a red circle around the 'Edit' icon (a pencil), a green circle around the 'Print' icon (a printer), and other icons for 'Close', 'Create Activity', 'Create Report', 'Create Sub Record', 'View', and 'Action'. The main content area displays the 'Client Profile' for 'Christal Fake ()' under 'Palmetto AIDS Life Support Services - Case Management : Christal Davis/STDHIV/DHEC/SCGOV [11/17/2009]'. The profile is organized into tabs: Profile, Address, Household, Mail, Phone, Demo, Relationships, Education, Finances, Medical, Insurance, and Benefits. The 'Profile' tab is active, showing fields for Name Last (Fake), Name First (Christal), Name Middle, Name Suffix, AKA, Gender (Female), SSN, Birth Date (Tuesday July 17, 1990), URN (CRFK0717902), and ADAP Client ID (7635).

4. Click the “Print” button (circled above in blue)
5. Click the “Housing Application Form”



6. Wait for the Form Results to appear

A screenshot of a Crystal Reports window. The window title is 'Provide Enterprise - [C:\Users\daviscd\Documents\Provide Enterprise\cache\Reports\HOPWA Housing Assistance Request Form.rpt]'. The report content is as follows:

HOPWA Housing Assistance Request Form Date: 10/16/2013
Palmetto AIDS Life Support Services

I. Individual Information

Name: Fake Last Christal First MI SS#

Address: 1 unknown street Street CLID:

Columbia City Richland County 29203- Zip Code

DOB: 07/17/1990 **Age:** 23 **Gender:** Female

Race: Native American

II. Housing

Individual Monthly Gross Income: \$ 600.00

Total Household Gross Income (including client): \$ 600.00

Total Number In Household: 1

Number of Bedrooms:

7. Correct any data in the Client Profile or Program Enrollment Housing and save
8. Rerun steps (2-6)
9. Print the form to review with client for signature